

## **Administration Report: October, 2012**

### **ADMINISTRATION ACTIVITY:**

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Continued to work with Landscapes Unlimited regarding the rezoning of a portion of the Ripberger property from Multifamily to Industrial.
- Continued to work with Calvin Davidson of Ray's Trash Service regarding service to recently transitioned rural areas into the urban service district.
- Met with Dick Keenan to discuss future development of the Hoosier Village campus.
- Met with Bob Harris and Planning Director Wayne DeLong to discuss to potential developments on Zionsville Road near 106<sup>th</sup> Street.
- Met with Todd Settle to discuss several Town insurance items.
- Met with David Rausch and Council President Haak to discuss several architectural and land use topics.
- Attended the Grand Opening of Village Mattress.
- Met with Street Superintendent Lance and Council President Haak to discuss several transportation/traffic related issues.
- Met with Don Pierson of the Zionsville Christian Church to discuss a directional sign to the church at Ninth and Oak Streets.
- Met with State officials (along with Paige Sansone, Council President Haak, and Fire Chief VavGorder) to discuss Fire Territory funding concerns.
- Attended TAC committee review of two Bob Harris projects pending before the Plan Commission.

Drafted the Following for Council consideration:

- Additional Appropriation Resolution – Planning engineering reimbursement.
- Amendment to the 2012 Town of Zionsville Salary Ordinance (Christmas Eve holiday addition)
- 2013 Budget pro-forma for the Zionsville Wastewater Department/Utility
- 2013 Salary Ordinance for the Town of Zionsville
- Proclamation declaring the week of April 22-26 as "Arbor Week" for the Town of Zionsville
- 2013 Schedule of Meetings.
- Third Quarter Budget Reports for Administration and Council.

Attended the following meetings:

- Town Council Regular Meeting
- Redevelopment Commission Meeting
- Town Council Agenda Planning Meeting
- Special Town Council Meeting
- Road Impact Fee Study Committee Meeting
- Zionsville Safety Board Meeting

#### Sue Jones/HR

Processed: 10 Special Events; 8 Community Room Use

Process Internal: 14 Change of Status; 3 Change of Address; 2 COBRA General Notice; 5 INPRS – PERF Changes; 3 Unsolicited Applications; 2 FMLA paperwork and response; 3 Unemployment issues with Department of Workforce Dev. (DWD); 2 Short Term Disability (STD) claims; 3 Insurance changes; 2 Termination paperwork

- Worked with Advantage Health to complete and distribute either Creditable / Non-Creditable Coverage Notice for Prescription Drug Coverage and Medicare to all employees by the October 15 deadline. Required sign-off from all employees.
- At the recommendation of our Worker's Comp insurance reps, I met with representative from OrthoIndy to discuss how we can coordinate care for worker comp cases; and get appropriate billing procedures in place to avoid incorrect billing of employees.

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- Met with Chief VanGorder and Capt. Beam to discuss how military deployment can affect employee compensation and benefits.
- Continued to distribute information on the Indiana Drug Card to service organizations and businesses.
- Scheduled and attended 2 meetings with employees and insurance brokers to resolve insurance issues.
- Webinar/phone meeting with Rapid Learning Institute re: employee training. Discussed training issues, costs, return on time and investment.

Attended IMPACT conference at Fishers – topics:

- Mitzi Martin – Faegre Baker Daniels – Social Media in the WorkPlace
- Hamilton County – Child Pornography Task Force
- EEOC – Fair Pay Act & EEOC Task Force; Background Check, Negligent Hire and Title VII